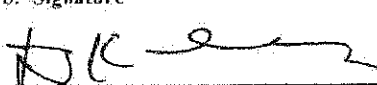
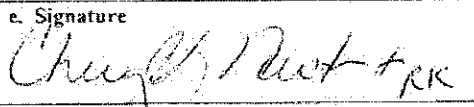



152338033

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Chicago, IL		2. POSITION NUMBER US16005	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM GSSG, HRD-5, 6/98, 4/98					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation SUPERVISORY PUBLIC AFFAIRS SPECIALIST		GS	1035	14	001
4. Supervisor's Recommendation Supervisory Public Affairs Specialist		GS	1035	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) SECTION CHIEF			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			c. Multimedia Communications Section		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 5			g.		
c. Office of the Regional Administrator			h. Employing Office Location Chicago, IL		
d. Office of External Communications			i. Organization Code U0BA0000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations					
a. Typed Name and Title of Immediate Supervisor Jeff Kelley, director, Office of External Communications			d. Typed Name and Title of Second-Level Supervisor Robert Kaplan, deputy regional administrator		
b. Signature 		c. Date 12/16/2015	e. Signature 		f. Date 12/21/15
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation. This position: <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive		f. Functional Classification Code —			
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing		i. Classifier's Signature 	
j. Date 1/4/16					
11. REMARKS					

Multimedia Communications Section Chief

Supervisory Public Affairs Specialist

GS-1035-14

Introduction

The incumbent reports to the director of the Office of External Communications. The incumbent manages the Multimedia Communications Section in the Office of External Communications. This section is responsible for:

- Managing the Region's web and social media presences
- Developing communications materials for the Region, including publications, posters, photos and videos
- Coordinating responses to inquiries received from the general public through the Region's toll-free phone line and the Region's website
- Other functions, including event and presentation development and internal communications for the Regional Administrator's office

In addition to regular supervisory duties, the incumbent focuses on ensuring the quality of Region 5 internal and external communications materials, thinking strategically about content and working with division and office directors to stay ahead of hot issues. The position requires mastery of the principles, methods, practices and techniques of written and visual communication and public outreach along with solid technical skills. The incumbent serves as a key advisor to top management regarding communications and outreach issues.

The incumbent manages a highly visible effort resolving complex program and project issues involving a number of different media. The incumbent provides leadership and direction to the Section staff to ensure materials are accurate and complete, that they comply with Agency policies, and that they can be easily understood. The incumbent may also be required to provide oversight of other communications experts across the Region involved in various outreach activities, and provide advice and consultation to other communications experts across the Agency.

The EPA website, a highly visible function, is the agency's primary tool for communicating with the public. The supervisor provides oversight to assigned employees under his/her supervision, and is responsible for all Region 5 and GLNPO Web materials. The incumbent is a voting member of the EPA Web Council, representing Region 5 in the development and implementation of national web policies and practices.

The incumbent works closely with the Region 5 News Media and Intergovernmental Relations Section Chief to assure full coordination in external communications to the press and the public. As a member of the OEC management team, the incumbent participates in discussions of regional communications strategies and is able to effectively represent the office in meetings and briefings.

Duties and Responsibilities

The incumbent determines overall program goals for the activities under his or her direction to include short and long-range work plans. This planning process encompasses several on-going cycles of program planning and budget activity which intertwine and run parallel in time. The incumbent makes decisions for productivity improvements, accountability and the effectiveness of individual performance. The incumbent uses initiative and judgement to determine appropriate programmatic priorities, makes decisions affecting multimedia communication activities, and determines whether overall program goals and objectives are being met.

The incumbent manages the resources needed to accomplish multimedia communication work by balancing utilization of staff, training needs and travel budgets. The incumbent makes determinations and recommendations on promotions and awards. The incumbent ensures that the function is responsive to new and developing program areas.

The incumbent supports management integrity as a top priority and ensures that it is integrated into daily work. The incumbent develops, assesses and strengthens management control systems to safeguard programs and achieve mission results. The incumbent takes timely corrective actions on all identified weaknesses and ensures prompt follow-up and resolution of audit findings. The incumbent supports a full disclosure policy for the organization that provides early detection of emerging issues and keeps management fully apprised of the effectiveness of management integrity systems.

Factor Level Description

Factor 1: Program Scope and Effect

Level 1-3, 550 points

The incumbent directs and oversees the organizational unit's programs which encompass the entire Region. The portions of major programs performed within the organizational unit are of a complex administrative nature, significantly affecting the conduct of Office and Regional Agency business with state and local governments and municipalities, segments of the regulated community, and the general population within the Region.

Factor 2: Organization Setting

Level 2-2, 250 points

The position is accountable to a position that is one reporting level below the first SES position in the direct supervisory chain.

Factor 3: Supervisory and Managerial Authority Exercised

Level 3-2, 450 points

Carries out the following authorities and responsibilities:

1. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
2. Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
3. Evaluate work performance of subordinates;
4. Give advice, counsel, or instruction to employees on both work and administrative matters;
5. Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
6. Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;

7. Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
8. Identify developmental and training needs of employees, providing or arranging for needed development and training;
9. Find ways to improve production or increase the quality of the work directed;
10. Develop performance standards.

Factor 4A: Nature of Contacts

Level 4A-4, 100 points

Personal contacts include: high-level officials within and outside the Office and Region and in EPA Headquarters; key staff of public interest groups with significant political influence or media coverage; journalists representing influential city or regional newspapers or comparable radio or television coverage; local officers of regional or national trade associations, public action groups, or professional organizations; and/or State and local government managers doing business with the agency.

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter.

Factor 4B: Purpose of Contacts

Level 4B-3, 100 points

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

Factor 5: Difficulty of Typical Work Directed

Level 5-7, 930 points

More than 25 percent of the nonsupervisory duty hours of subordinates is expended at or above the GS-12 level.

Factor 6: Other Conditions**Level 6-5, 1225 points**

Supervision at this level requires substantial coordination and integration of a number of major work assignments, projects, or program segments of professional, scientific, technical, or administrative work comparable in difficulty to the GS-12 level. Supervision also involves major recommendations which have a direct and substantial effect on the organization and projects managed, for instance, where there are significant internal and external program and policy issues involving close coordination and integration of program efforts; restructuring, reorienting or revising immediate and long-range goals, objectives, plans and schedules to meet substantial changes in program activity; determinations of projects or program segments to be initiated, dropped or curtailed; or resources to devote to particular programs.

Total: 3605/GS-14 (range = 3605-4050)